



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

LABOR RELATIONS OFFICER
SENIOR LABOR RELATIONS OFFICER

Class No. 000356
Class No. 000354

■ CLASSIFICATION PURPOSE

To represent the county in the negotiation of labor relations contracts and the administration of the Labor Relations Ordinance and the County's grievance procedures; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Labor Relations Officer is a professional class series responsible for a wide variety of labor relations' functions. This is an unclassified management class allocated only to the Department of Human Resources. This class series differs from the Human Resources Analyst class series in that the latter provides a wide variety of analytical, operations and administrative tasks in a human resources discipline.

Labor Relations Officer:

This is the journey-level class in this series. Under direction, incumbents report to the Labor Relations Manager and have significant responsibility for conducting labor relations' functions, including negotiating and administering labor relations' contracts, the Labor Relations Ordinance, and the County's grievance procedures.

Sr. Labor Relations Officer:

This is the lead/expert-level class in this series. Under general direction, incumbent performs the most complex and sensitive Labor Relations, grievance and disciplinary matters independently, and acts in the absence of the Labor Relations Manager.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Conducts the negotiation of labor agreements with unions or organizations representing County employees.
2. Develops policy, procedures, plans, or strategies and recommends these to the Labor Relations Manager, Director of Human Resources, and/or other designated management representatives.
3. Resolves differences with employee organizations and communicates the county's position during negotiations, grievances, and labor/management meetings.
4. Evaluates and makes recommendations on the total cost of wages, benefits, leaves, and other programs proposed in negotiations with employee organizations.
5. Acts as the County's representative in mediation and fact-finding sessions.
6. Administers the Labor Relations Ordinance and responds to Public Employment Relations Board (PERB) inquiries regarding unit determination, employee representation, and election proceedings by developing the county's position, preparing opening statements, interviewing witnesses, and conducting direct and cross examinations to present the county's case.
7. Administers negotiated grievance procedures and arbitration proceedings by conducting pre-arbitration investigations to attempt to resolve contract disputes and representing the county in hearings.
8. Provides advice and counsel to departmental management on handling grievances, workplace disputes, discipline, and administering and interpreting negotiated labor agreements.

9. Develops and presents Labor Relations training.
10. Prepares executive-level correspondence and reports on county labor relations matters for the Board of Supervisors, the Chief Administrative Office, and department heads.
11. Performs special studies and projects as assigned by the Labor Relations Manager.
12. Serves as a resource to ensure court compliance with all applicable labor laws, statutes, and regulations.
13. Identifies training needs; develops labor relations training programs, trains supervisors in performance of such duties, as assigned by the Labor Relations Manager.
14. Provides responsive, high quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information in a courteous, efficient, and timely manner.

Sr. Labor Relations Officer

Essential Functions:

All the duties listed above and

1. Leads complex assignments/projects.
2. Provides staff assistance to the Labor Relations Manager.
3. Provides complex legal research pertaining to potential or stated employee organization demands.
4. Acts in the absence of the Labor Relations Manager.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Laws, codes, legislation, court decisions, PERB decisions, regulations, and standards regarding collective bargaining and labor relation activities.
- Techniques for investigating, analyzing, and resolving employee grievances arising out of the application and/or interpretation of collective agreements and employee policies and procedures covering working conditions and employer-employee relations.
- Techniques for preparing and presenting the County's position in administrative hearings.
- Techniques for designing, organizing, coordinating, and conducting surveys of wages and salaries, benefits, and employment policies applicable to diverse occupations and levels of work in the public and private sectors.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.
- Techniques for facilitating labor/management meetings and related problem resolution.

Skills and Abilities to:

- Research, analyze, prepare, and present to management and to the Board of Supervisors collective bargaining positions and proposals for use in negotiations with employee organizations.
- Negotiate collective agreements between county management and representatives of employee organizations on wages, hours, and other terms and conditions of employment.
- Coordinate the efforts of line staff and management in the implementation of agreements with employee organizations.
- Prepare analyses, position papers, proposals, reports and correspondence in the field of labor relations, collective bargaining, and related labor-management areas.
- Prepare and present the County's position in arbitration, mediation, fact-finding, and other administrative hearings.
- Prepare and present training on labor relations subjects to department staff.
- Provide advice and counsel to County management in resolving workplace disputes.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Facilitate labor/management meetings in order to resolve issues proactively.
- Interpret rules, regulations, and guidelines governing the responsibilities of gathering and imparting information.
- Analyze Labor Relations problems and recommend practical solutions.
- Prepare and present concise, logical, oral and written reports.

Sr. Labor Relations Officer (in addition to the above):

- Perceive organization and political implications of decisions and make recommendations on technical Labor Relations matters.
- Review and monitor the work of others.
- Plan and schedule work assignments.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a Bachelor's degree from an accredited college or university in personnel management, industrial/organizational psychology, public administration, business administration, or other closely related field; AND,

Labor Relations Officer:

Three (3) years of professional experience negotiating successful labor relations' agreements between management and employee organizations that represent employees in a public or quasi-public jurisdiction.

Sr. Labor Relations Officer:

Five (5) years of professional experience negotiating successful labor relations' agreements between management and employee organizations that represent employees in a public or quasi-public jurisdiction.

Notes: Any combination of verifiable education, training, and/or experience that demonstrates possession of the knowledge, skills, and abilities may be substituted for the requirements stated above. CALPELRA or NPELRA Certified Labor Relations Professional (CLRP) certification is desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files, binders, presentation materials, and/or training materials weighing up to 25 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in these classes, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in these classes may be required to use their own vehicle.

Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens and other basic office equipment. Frequent field travel is required.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: February 20, 1975 (Class No. 000356)
Retitled: June 28, 2002 (From: Labor Relations Specialist)
Revised: May 20, 2002
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Labor Relations Officer (Class No. 000356)
Senior Labor Relations Officer (Class No. 000354)

Union Code: UM
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Variable Entry: Y
Variable Entry: Y